

**Personnel Committee
Tuesday, January 19, 2016
Conference Room C, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Steve Kegler, Ben Shaiken

Other Council Members Present: Paul Shapiro

Staff Present: Maria Capriola, Ana Zeller (Health District)

The meeting was called to order at 5:30pm.

1. PUBLIC COMMENT

Cynara Stites, Mansfield. Ms. Stites expressed dissatisfaction with staff conduct and the Town Manager's response to investigating her complaints. Ms. Stites is requesting that an independent 3rd party investigator be hired to investigate her complaints.

Kegler made the motion, seconded by Shaiken to add an executive session for personnel, Town Manager's performance, to the agenda. The motion passed unanimously.

2. APPROVAL OF MINUTES

Shaiken made the motion, seconded by Kegler to approve the minutes of 11/16/15 as presented. The motion passed unanimously.

3. TOBACCO FREE CAMPUS POLICY

Capriola and Zeller reviewed the draft Tobacco Free Campus policy with the Committee. The Committee offered feedback and suggestions. Staff will bring a revised draft back to the Committee for further review and comment. Staff will have the Town Attorney review the draft policy; labor counsel has already reviewed the draft.

The Committee requested a future agenda item, Employee Wellness Update, with Zeller and Capriola attending.

4. STAFF REPORT/HR OPERATIONS UPDATE

Capriola provided an updated on activities related to: recruitment and retention; classification and compensation; labor relations; employee benefits; policy development and compliance.

5. EXECUTIVE SESSION – PERSONNEL – TOWN MANAGER PERFORMANCE

Kegler made the motion, seconded by Shaiken to enter into executive session. Motion passed unanimously. Committee members entered into executive session at 6:50pm.

Meeting adjourned at 7:05pm.

Respectfully submitted,
Maria E. Capriola, M.P.A.
Assistant Town Manager, Town of Mansfield